

CLAIMS

1. An enlarging template for use in copying an image, said template comprising a sheet of material; a series of individually identifiable regions marked on said sheet, each region having a shape and area related by a scaling factor to an output sheet size of a copying machine, the scaling factor respectively corresponding to each region being indicated on said sheet, whereby the scaling factor to perform an enlarging copying operation on the copying machine in respect of an original image can be determined by positioning the original image on or under the template and determining the region on the template into which the original image fits in a desired manner.
2. An enlarging template as claimed in claim 1 wherein said material is translucent so that the area occupied by an image can be determined when the template is placed over the image.
3. An enlarging template as claimed in claim 1 or claim 2 wherein the location of each region is related to the imaging area of the copying machine.
4. An enlarging template as claimed in claim 3 wherein the position of each region corresponds to the position in which the image to be enlarged by the associated scaling factor should be positioned within the imaging region of the copying machine.
5. An enlarging template as claimed in any one of claims 1 to 4 where the dimensions of the template correspond to the size of an imaging region of the copying machine and an output sheet size.
6. An enlarging template as claimed in claim 5 wherein said output sheet is a standard sheet size.
7. An enlarging template as claimed in any one of claims 1 to 6 where the template is rectangular and the regions are defined by two intersecting

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edges of the template and two intersecting lines marked on the template each of the lines being parallel to one of the intersecting edges.

8. An enlarging template as claimed in claim 7 wherein the regions form a series of overlapping rectangles.
- 5 9. An enlarging template as claimed in claim 8 wherein graduations are provided between adjacent rectangles to provide for interpolation of the scaling factor.
- 10 10. A reducing template for use in copying an image, said template comprising a sheet of material; a series of individually identifiable regions marked on said sheet, each region having a shape and area related by a scaling factor to an imaging area of a copying machine, the scaling factor for each region being indicated on said sheet, whereby the scaling factor to perform a selected copying operation on the copying machine in respect of an original image can be determined by determining the region on the template
15 corresponding to a desired image size.
11. A reducing template as claimed in claim 10 wherein said material is translucent so that the area to be occupied by a reduced image can be determined when the template is placed over an area in which the image will appear.
- 20 12. A reducing template as claimed in claim 10 or claim 11 wherein the location of each region is related to the imaging area of the copying machine.
13. A reducing template as claimed in claim 12 wherein the position of each region corresponds to the position in which the image to be reduced by the associated scaling factor will be positioned within the region corresponding
25 to the selected scaling factor.
14. A reducing template as claimed in any one of claims 10 to 13 where the dimensions of the template correspond to the size of an imaging region of

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the copying machine and an output sheet size.

15. A reducing template as claimed in claim 14 wherein the output sheet is a standard sheet size.
- 5 16. A reducing template as claimed in any one of claims 10 to 15 where the template is rectangular and the regions are defined by two intersecting edges of the template and two intersecting lines marked on the template each of the lines being parallel to one of the intersecting edges.
17. A reducing template as claimed in claim 16 wherein the regions form a series of overlapping rectangles.
- 10 18. A reducing template as claimed in claim 17 wherein graduations are provided between adjacent rectangles to provide for interpolation of the scaling factor.